



## **ADMINISTRATOR**

### **National Justice & Peace Network**

15 Hours per week, from 1 January 2019

Due to the retirement of our current post holder, NJPN seeks to recruit an Administrator to support the work of the Network: arranging meetings; networking with members and partnership organisations; developing effective communications between members and the wider public; co-ordinating the Annual Conference, guided and supported by the Executive Committee of NJPN.

A good knowledge of Catholic Social Teaching and an understanding of Church organisations is required.

Some travel within England & Wales will be necessary. Although the NJPN office is in London, some flexibility is possible with regard to the place of work.

Salary: £26,227 pro rata (including London allowance)

Closing date for applications: 5 pm Monday 15 October 2018

#### **Further details:**

Download the Application Pack from our website:

[www.justice-and-peace.org.uk](http://www.justice-and-peace.org.uk)

Or contact Kevin Burr (Company Secretary)

Email: [kevin@the-burrs.co.uk](mailto:kevin@the-burrs.co.uk) Tel: 07947 773 106

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